

LONGHORSLEY VILLAGE HALL 'CONDITIONS OF HIRE'

THE HIRER shall, during the period of hire, be responsible for the supervision of the premises, fabric and the contents, their care, safety from damage, and the behaviour of all persons using the premises whatever their capacity.

It is the duty of all hirers and visitors to take care of themselves and others who may be affected by their activities. All organisations/groups which may involve children or vulnerable adults in their activities should have safeguarding policies and procedures in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation to ensure participants stay safe. Where necessary, staff and volunteers should have undergone Disclosure and Barring Service (DBS) checks at the appropriate level. When requested, **THE HIRER** shall provide a copy of their Safeguarding policy and confirmation that relevant checks have been carried out through the DBS. The only exception would be when hiring for a private party. It is recommended that a qualified first aider is on the premises during the activity.

THE HIRER shall fully comply with the Health, Safety and Environmental requirements and must make aware to the guests, members, visitors the location of the emergency exits and other appropriate Health and Safety information. All Health, Safety and Environmental information is available upon request and is displayed in the main hall and the kitchen. A hard copy is available to view in the hall lobby and MUST NOT be removed from the premises.

THE HIRER shall ensure that smoking is prohibited within the premises at ALL times.

THE HIRER shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.

THE HIRER shall not allow the consumption or sale of alcoholic liquor thereon without the management committee approval and **THE HIRER** shall be responsible for obtaining such licences required for the consumption of intoxicating liquor.

THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrates' Court (see Entertainment Licence displayed in the Lobby) or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. All electrical/electronic entertainment equipment must display a current Portable Appliance Certificate issued by a qualified person.

THE HIRER hereby indemnifies the management committee for the cost of repair of any damage to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

IF **THE HIRER** wishes to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking, the question of payment or repayment of the fee shall be at the discretion of the Committee.

THE HIRER shall be responsible for the following activities before leaving the premises;

- sweep or vacuum cleaning all areas used
- mopping the toilet and kitchen floors, emptying waste bins and removing foodstuff
- cleaning the toilets and removing any used disposable materials
- replace any contents temporarily removed from their usual position/location
- remove from the premises any rubbish in to the waste bins provided

Should **THE HIRER** find the Hall in a less than clean state on arrival, then they should report it to their representative on the Committee or on returning the key.

IN THE EVENT OF AN EMERGENCY OR ACCIDENT a Village Hall contact should be notified.
Contact details are on the notice board in the Lobby

IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to **THE HIRER** for any resulting loss or damage whatsoever.

THE HIRER shall report any faulty equipment leaking taps or other damage to a committee member as soon as possible contact details are posted on the H, S & E noticeboard in the village hall.

THE HIRER shall ensure that the lights and heating are turned off and that the premises are properly locked and secured.

The committee reserve the right to cancel any or all bookings if the hall is required for use by the emergency services, or if it is to be used as a focal point for the community during any emergency situation. This may, on occasion, be at short notice. Any fees paid by **THE HIRER** will be refunded and an alternate date arranged, if suitable.

Note: Additional charges may be levied to **THE HIRER** by the Management Committee if these Conditions of Hire are not adhered to.

Signed.....
(Person hiring the property)

Date.....